



## **BASALT REGIONAL LIBRARY DISTRICT CLOSURE POLICY**

It is the policy of the Basalt Regional Library District (BRLD) to provide library services to the community as many days each year as possible, and the library provides access to information and resources no fewer than fifty-one hours each week. The Board also recognizes some occasions may require the library to be closed during normal open hours for legally recognized holidays, weather-related events, for staff professional development, or for building maintenance. The library may also need to be closed in the unlikely event of an emergency, safety issue, or staffing challenge.

### **NOTIFICATIONS OF CLOSURES:**

Notification upcoming non-emergency closures will be posted on all electronic interfaces (voicemail, website, Facebook, etc.) and at the front doors of the building.

Notification of emergency closures will be posted as soon as possible on all electronic interfaces (voicemail, website, Facebook, etc.) and at the front doors of the building, and library staff will alert local radio stations.

### **HOLIDAYS:**

Basalt Regional Library District will be closed in honor of the following holidays each year:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day

When Independence Day, Christmas, and/or New Year's Day fall on a weekend, at the discretion of the Executive Director, the library may close for a Holiday Observed on a weekday to facilitate holiday scheduling.

### **STAFF TRAINING**

BRLD will be closed two days per year for staff professional development.

### **WEATHER-RELATED CLOSURES:**

To protect our employees from dangerous weather and/or road conditions, BRLD will follow the weather-related closings of RE-1 School District. Therefore, in the event RE-1 closes for a weather-related event, the library will also close for the day at the discretion of the Executive Director.

In the event of dangerous weather and/or road conditions on non-school days, The Executive Director may close the library at his/her/their discretion.

### **BUILDING MAINTENANCE CLOSURES:**

Executive Director has the authority to close the library for routine and preventive maintenance as necessary with adequate notice provided to the library board and patrons.

**PANDEMIC AND EMERGENCY CLOSURES:**

BRLD will close due to a pandemic, natural disaster, or other local emergency on the recommendation of or order by local, county, state, or federal government officials. At the discretion of the Executive Director, BRLD may extend the closure, reduce operating hours, or limit services temporarily due to health or emergency concerns or staffing levels.

1. Although BRLD encompasses territory in both Eagle and Pitkin counties, BRLD's physical building resides in Eagle County. For purposes of monitoring pandemic outbreaks or other emergencies, BRLD must abide by Eagle County regulations.
2. If the emergency pertains to the flow of populations across counties, then the Executive Director or task force will take into further consideration the emergency status of neighboring counties.